

20th November 2023

Dear parents,

Please find attached the Mock Examination timetable for Year 13. These exams will run from Wednesday 17<sup>th</sup> – Thursday 25<sup>th</sup> January 2024 inclusive.

Your son will be on study leave for the duration of this period, but is expected to attend each session in full school uniform. Students should also attend with the correct examination equipment in a clear pencil case and assemble in the Quad at least 10 minutes before the start of each session. Seating plans will be displayed in the main corridor for your son to check daily.

Please ensure your son checks the timetable carefully for any examination clashes and liaise with me to discuss alternative arrangements before the end of November. If there are any clashes which involve subjects taken at another school such as JCG or Beaulieu, your son must attend the exam scheduled at the host school and re-arrange the exam due to be held here with myself.

If your son is taught at a different school for any subject, he must check with his relevant teacher(s) to find the dates of the mock examinations at that institution, though I will also share this information via Microsoft Teams. The mock week for Beaulieu and JCG follow the same dates as ours, and study leave is also in place at those schools.

If your son has already qualified for access arrangements it is very important he carries a green pen for all his forthcoming mock examinations. At the point he moves into extra time, he will need to use the green pen. It is his mock examination paper which will provide us with the evidence that he both needs and uses extra time. Once the paper has been marked, his class teacher will pass the script to Mrs C Scott, our SENDCO.

Any student who qualifies for access arrangements will likely sit their exams in De Carteret 207, in the English Department, though this is to be confirmed. Final confirmation of this will be shared with students, via their teachers, prior to the Christmas break. If you have any further queries before, during or after the mock examinations with regards to access arrangements, please do get in touch with Mrs Scott ([c.scott@vcj.sch.je](mailto:c.scott@vcj.sch.je)).

Should you have any other queries regarding the above, please do not hesitate to contact me on 638230 or at [a.falle@vcj.sch.je](mailto:a.falle@vcj.sch.je).

With kind regards,



**Alan Falle**  
**Assistant Headteacher: Sixth Form**

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